Additional Pay Notification Form

The following additional pay processes need to be added / removed for the employee shown below.
Supporting documentation/approvals may be attached.

Employee Name   **EIN**   **EFF DATE**

ADDITIONAL PAY (TO BE ADDED TO BASE PAY)						
ONE TIME	STAND. TIME RECORD	PAY CODE	DESCRIPTION	PAY METHOD: AMNT/HRS	ADD (A) or REMOVE (R)	COMMENTS
✔		400	Settlement (no retirement)	$2,000.00	R	Remove eff 10/30/2003
	✔	108	Pay Per Performance	$3.00 / HR	A	Add eff 9/26/2003

HR INITIATOR	PR PROCESSER
DATE	DATE